

# Registration Tips

To register for a training class, participants must use the Department of Juvenile Justice registration form which follows these Registration Tips. Confirmation letters and directions will be faxed two to three days prior to the class. Enrollees who do not receive confirmation letters should call the Registrar at 804-323-2004 and inquire about their registration status. When a class reaches full enrollment, those requesting registration will be put on a waiting list and notified as to the next available class date and place, and must re-register if they plan to attend the next class. (If space becomes available prior to a class that has been closed for enrollment, the next person on the waiting list will be called and offered a slot.)

- Complete **all** of the participant information and class information requested.
- Information should be printed legibly.
- Do not call the trainer to check on the status of a class.
- Enrollees must complete the employee identification number field (which may be their social security number) since all training records are maintained by this unique field and are, therefore, necessary for all registration activities.

## Class Rules

- = New class.
- Change notices will be sent to enrollees, by letter, if classes are moved or any other changes are made.
- Confirmation letters will be sent to enrollees three weeks prior to training date; enrollees who have not received a confirmation letter two weeks prior to the scheduled class should call the Registrar.
- Cancellations should be made 24 hours prior to the class.
- Inclement Weather Policy – During inclement weather, all scheduled training is governed by the Court Service Unit closest to the training location. (If training is scheduled for the Western Regional Office and the Roanoke Court Service Unit is closed, then training is cancelled.) Training scheduled for Cedar Lodge is governed by the schedule for State offices in Richmond, i.e., if State offices open at 10:00 a.m., scheduled training at Cedar Lodge will begin at 10:00 a.m.
- Tardiness – Participants arriving more than 15 minutes late at the beginning of class or following the lunch break will be refused admittance.
- Special accommodations can be made, by request, through the Americans with Disabilities Act.

# Course Classification System

- **Level 100-200** – Introductory level courses that provide entry level knowledge and are designed for new employees, for people new to a particular job junction, or for those interested in a previously unexplored content area.
- **Level 300-400** – For participants who have experience or academic knowledge of the subject matter. Courses focus is on development, refinement and application of skills or techniques generally requiring a higher degree of participant involvement.
- **Level 500-600** – Designed for participants with significant prior knowledge, these courses utilize process, analysis and application techniques. Frequently, the instructor presents from an academic view on a college level..